Vermont Department of Labor (VDOL) PO Box 189 • Montpelier, VT 05602-0189

HOW TO ACCESS AND ENTER RETURN TO WORK DATES ON THE EMPLOYER PORTAL

<u>Background:</u> This web application has been developed to provide a mechanism for employers to notify the Vermont Department of Labor of a new and/or changed return to work (RTW) date for a worker who has filed for Unemployment Insurance (UI) benefits that is expected to return to work for the company. Throughout the application, information about each of the fields is provided on the left-hand side of each web-page.

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More information related to return to work dates and expectations of a unemployed worker to look for work is provided at www.labor.vermont.gov,

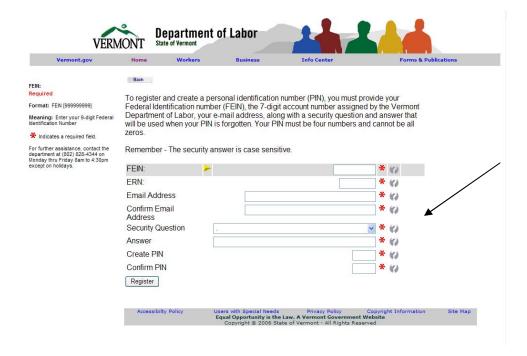
A. Step by Step Instructions – Registration:

- Go to the "Unemployment Insurance Employer Applications" located in the green box on the left hand side on VDOL's web site at: http://www.labor.state.vt.us/
- 2. The first time a representative of an employer uses the Employer Application portal, they will be required to establish a Personal Identification Number (PIN) that will be used by ANY employer representative accessing applications within the portal. Therefore it is critical the PIN selected or used is known to only to personnel that have the responsibility and authority to perform the functions provided.

NOTE: Some of the applications within the portal will require a secondary password or web code that will be provided or known only to those who are accessing such applications.

To register and establish a PIN, select <u>Register</u>. The employer representative will need to provide the employers FEIN (Federal Identification Number) and ERN (VDOL Employer Account Number). Please refer to the following screen views for guidance.





B. Step by Step Instructions – Log In:

Once registered, employers can log into the employer portal at the main page by keying in the employer's:

- FEIN (Federal Identification Number)
- ERN (Employer Number)
- PIN (Personal Identification Number)



C. Need Assistance

➤ Call the Employer's Assistance line at **1-877-214-3331** for questions or assistance with reporting or changing return to work dates or use of application.